



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING
540 SOUTH DUPONT HIGHWAY
THOMAS COLLINS BUILDING (D570C), SECOND FLOOR, SUITE 3
DOVER, DELAWARE 19901

MEMORANDUM

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#02-03

TO: All Department and School Fiscal Officers

FROM: Trisha L. Neely, Acting Director *TLN*

DATE: September 28, 2001

SUBJECT: CHANGES TO MONTHLY DFMS CLOSE-OUT
SCHEDULE FOR FY 02

At the request of the State Treasurer's Office, the Division of Accounting has agreed to extend the closing date by one day for the months of September, November, March and May. Changes to the original schedule, published this past July in Accounting Memorandum #02-1, are in bold print below.

FY 02 CUT-OFF DATES

<u>Month</u>	<u>Document Due Date</u>	<u>Last Day of Processing</u>
Jul 01	07-31-01	08-03-01
Aug 01	08-31-01	09-05-01
Sep 01	09-28-01	10-03-01
Oct 01	10-31-01	11-02-01
Nov 01	11-30-01	12-05-01
Dec 01	12-31-01	01-04-02
Jan 02	01-31-02	02-05-02
Feb 02	02-28-02	03-05-02
Mar 02	03-29-02	04-03-02
Apr 02	04-30-02	05-03-02
May 02	05-31-02	06-05-02
Jun 02	06-28-02	07-02-02

Cc: Bill Fowler, OIS
Henry Greene, OIS
Debbie Hayman, OIS